

Permit No: _____

CITY OF SANDUSKY APPLICATION FOR SIGN PERMIT

Please complete all sections of the application. Do not enter "same" for any field.
All permit applications must be submitted with two (2) sets of construction drawings and two (2) plot plans showing the location of the sign from the property line and/or buildings.

| | | | |
|--|--|---|---|
| Name of Project: | | | |
| Exact address of project: | | | |
| Owner of property: | | Attention: | |
| Address: | | City, State, Zip: | |
| Phone: | | <input type="checkbox"/> Send by fax: | |
| Leased by: | | Attention: | |
| Address: | | City, State, Zip: | |
| Phone: | | <input type="checkbox"/> Send by fax: | |
| Name of submitter | | | |
| Address: | | City, State, Zip: | |
| Phone: | | <input type="checkbox"/> Send by fax: | |
| Is the sign located within the Downtown Design Review District? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy of Certificate of Appropriateness. | | Type of Sign: | <input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Roof <input type="checkbox"/> Projection <input type="checkbox"/> Ground <input type="checkbox"/> Freestanding Wall <input type="checkbox"/> Canopy <input type="checkbox"/> Freestanding Pole |
| Scope of Work: | <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration of Existing | Please select: | <input type="checkbox"/> Electric <input type="checkbox"/> Neon <small>(Separate Electric permit may be required)</small> |
| Please select: | <input type="checkbox"/> Metal <input type="checkbox"/> Plastic <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____ | Please select: | <input type="checkbox"/> Single Face <input type="checkbox"/> Double Face |
| Cost of work covered by this application | | \$ | Square footage of Sign |
| Fee schedule: | | I hereby certify that I am the (select one) | |
| <i><u>New Construction, major alterations or additions to freestanding signs and wall signs larger than 24 sq. ft. require a plan review.</u></i> | | <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner | |
| Base Fee | \$25.00 | \$ | and all information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above. |
| Plan Review Fee | \$100.00 | \$ | |
| Sub-Total | | \$ | |
| BBS fee (3% X sub-total) | | \$ | |
| Total Fees to be paid | | \$ | |
| If work is started prior to obtaining permit a 100% penalty will be charged. | | Signature _____ Date _____ | |
| Print or type name of signer | | | |
| CONTRACTOR INFORMATION | | | |
| <i>All contractors are required to be registered with the Building Division office.</i> | | | |
| Company Name | | Phone number | |
| Contractor Name | | City of Sandusky Registration # | |
| ----- OFFICE USE ONLY ----- | | | |
| Received date: | Approval/Issue date: | Processed by: | |
| | | | |
| Approved by: | | | |

PLAN SUBMITTAL CHECKLIST SIGNAGE

The following information shall be provided on all documents submitted for Plan Approval for Signage:

- 1. DESCRIPTION OF WORK. Provide a brief description of the scope of work. If this project is related to another building construction project currently or recently submitted for permit review, please provide the name and project application number for the other project on this in the space provided.
- 2. SITE PLAN showing property lines, set backs, utilities and distances from buildings and structures.
- 3. Provide information to meet the requirements of the Ohio Building Code (OBC) regarding signage. Items below list the typical requirements, but other items may be required depending upon signage type. If you have further questions, contact the Building department as listed above.
- 4. Provide STRUCTURAL INFORMATION in accordance with the current Ohio Building Code (OBC) including but not limited to: structural details, cross sections, wall sections, details including typical connections as required to FULLY describe the construction. Indicate the required design live loads such as wind, snow and seismic loads. Soil test information may be required per the current OBC.
- 5. ELECTRICAL INFORMATION. Provide electrical information in accordance with the current Ohio Building Code and the current National Electric Code (NEC, NFPA 70). Verify source of service, disconnecting means and grounding methods if sign is illuminated.
- 6. MANUFACTURERS specifications, shop drawings and details. Plans and specifications of for the Signage shop drawings including installation details and material and fastener specifications.
- 7. AUTHORIZATION LETTERS and SIGNAGE construction document information in accordance with the current Ohio Building Code. Provide written consent from the owner or lessee of the property upon which the sign is to be placed.
- 8. Indicate anchoring methods for wall mounted signs and attachment details for fascia materials.
- 9. SPECIAL INSPECTION information for compliance with the current Ohio Building Code. All structural steel welded and bolted connections, as well as deep caisson or pier reinforcing steel shall require special inspections. Provide names of the certified individuals and the respective inspections that they will be responsible for.
- 10. ELEVATION SKETCH for freestanding signs.
- 11. Drawing indicating the location and size of all other signs on property. (Required by Planning & Zoning)
- 12. Drawing locating and showing dimensions of wall signs on buildings.